

## Non-Civil Service Employment FAQ

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- **Where do I go on the Internet to apply for a non-civil service state job?**  
Applications can be easily submitted at [www.employment.pa.gov](http://www.employment.pa.gov).
- **How long will my application remain on file?**  
Your profile (personal information and employment history) will always remain active, but the job categories that you apply for may have an expiration date, which will appear on the posting. If the position is re-posted, you can re-apply without re-entering all of your personal information.
- **How will I know if my application has been received?**  
A confirmation email will be sent after your application has been successfully received.
- **Will I be assigned a password? What if I forget my password?**  
You will be able to create your own user name and password. Online assistance will be provided if you forget your password.
- **What if I need to update my application?**  
You can log on to your profile at any time to make changes. The information in your profile should always be accurate.
- **I do not have a computer and/or Internet connection. How can I complete the online application?**  
Public libraries and area PA CareerLink offices usually have computers that can be used to complete the online process. You can call 1.866.858.2753 to locate your nearest PA CareerLink office.
- **Will the information I submit be kept confidential?**  
Yes.
- **I applied for different job categories. How will I know if my name has been referred for a specific position?**  
If your name is referred for a position, the state agency that received your information will contact you to set up the interview.
- **Is there a list of available non-civil service job openings?**  
No, but you will be able to indicate a preference for one or more general job categories in which you are interested.
- **Is there a limit to the number of jobs that I can apply for?**  
No, but you must meet the minimum qualifications listed to be considered.
- **I understand I need to take a typing test for clerk typist positions. How do I get tested?**

You can schedule a typing test by going to [www.scsc.state.pa.us](http://www.scsc.state.pa.us). When you receive your passing score, mail a copy of the notification you receive to the Bureau of State Employment, Rm 110 Finance Building, Harrisburg, PA 17120. If you have already passed the typing test, call the bureau at 717.787.5703 to report the information. You will need to supply your social security number for verification.

- **If I am hired for a temporary position, will I remain active for permanent job opportunities?**

Yes.

- **I am unable to complete the online application due to a disability. How can I apply?**

For assistance, please contact the Bureau of State Employment at 717.787.5703.

- **I already applied through the civil service commission. How is this different?**

The commonwealth has over 2,000 job classifications, all of which fit into two broad categories: non-civil service and civil service. Non-civil service jobs are filled by the Office of Administration. Civil service jobs are filled by the State Civil Service Commission. You can submit applications to both the Office of Administration and the State Civil Service Commission.

- **If I answer "yes" to the criminal conviction question, can I still be hired?**

Conviction of a criminal offense is not a bar to employment in all cases. Each case is considered on its merit and relevance to the job for which you have applied.

- **I already had an application on file with BSE prior to December 2009. Do I need to fill out another application?**

Yes. Applications can be easily submitted at [www.employment.pa.gov](http://www.employment.pa.gov).

- **Do I have to be a Pennsylvania resident to apply?**

No.

- **Still have questions?**

Contact the Bureau of State Employment at 717.787.5703 or (TTY) 717.787.0570 or email [jobs@state.pa.us](mailto:jobs@state.pa.us).